



ITALIAN TRADE AGENCY

Amman Office

Date of the event: 21st – 22nd November 2023
Place of Event: Amman –
Name of event: **WORKSHOP CALZATURE E PELLETERIA IN GIORDANIA**
COAN: U223T009N1
CIG: Z343CB1C06

REQUEST FOR PROPOSAL (RFP)

Selection of economic operators aimed at direct assignment pursuant to art. 7 paragraph 2 letter. a) of the D.M. 192/2017 of the Service: hotel hospitality services.

ITA is hereby asking for proposals (RFP) for the acquisition of the service in question from economic operators - based in the Jordan - interested in providing the service.

The applicants must submit a price quotation for the services described in this Notice.

The applicants will be carefully checked and vetted by ITA. The present RFP does not engage ITA in any type of contract or negotiation with the applicants. ITA reserves the right to contact only the applicants the Agency deems fully qualified.

REQUIRED CONDITIONS FOR PARTICIPATION

ITA will accept proposals from hotel hospitality services based in Jordan for the services below. The services covered by the assignment are detailed in the specifications attached to this request.

CONTENT OF THE REQUESTED SERVICES:

Date: 20 November 2023

1. Accommodation (B&B basis)

Booking of n. 50 rooms to Hotel Amman as follow:

a) n. 10 rooms for Italian Companies

In: 20th November 2023 (Italian companies)

Out: 23rd November 2023

(The Italian Trade Agency will give the name of the hotel where the workshop will be held to the Italian companies who will personally confirm the rooms and pay)

b) n. 10 rooms for delegate from Saudi Arabia, Lebanon, and Egypt

In: 20th November 2023

Out: 22nd November 2023

(We will send you the list of the guests by 31st October 2023). The payment will cover by Italian Trade Agency.

c) n. 20 rooms for delegate from Iraq and Palestine

In: 21st November 2023

Out: 23rd November 2023



ITALIAN TRADE AGENCY
Amman Office

(We will send you the list of the guests within 31st October 2023). The payment will cover by Italian Trade Agency.

2. Date: 21st – 22nd November 2023

Venue: Seminar room

Rental 1 room:

Venue management

Provide comprehensive venue management services complementing services as follow:

Registration desk and support at the venue.

Placement and installation of signage and information to the delegates (the design and production for the signs will be developed by the Italian trade Agency Amman Office).

Provision of on-site support staff during the time of the events.

Liaise with the Italian trade Agency to confirm the desired set up at the venue (Like schedule below);

- ensure the venue is clean and well prepared/ decorated;
- ensuring that our office can set up the room with ornamental plants;
- arrange and ensure all Meeting rooms (Main room and Break away rooms) are arranged according to specifications and ready for the Meetings as required (as per specified meetings' schedule);
- ensure all required audio-visual equipment is available/acquired in all the rooms as required;
- cross-check possibilities for seating arrangements and all related meeting facilities;
- ensure service maintenance is promptly available as would be required for all equipment/services and facilities in and around the meeting rooms.

The set up and the time as like the schedule below:

Date: 21st November 2023

a) Registration

Time	Description	Qty	Set up	Position
09:00 – 09:30	Registration Area Desk	2 tables	Space for 2 Rectangular Desk	On right outside the meeting Room

b) Seminar

Time	description	QTY	SET UP	Position
From 09:30 till 11:00	Podium (complementary)	1		Down the screen
	Wireless mic (complementary)	2		Up the Podium
	rectangular tables for speaker (4/5)	2		Down the screen
	Chairs	60/70	Theatre style	Center of meeting room

es



ITALIAN TRADE AGENCY

Amman Office

(Covered by ITA)	Big Flags (Italian – European Union – Jordan)	3		Behind the Podium
------------------	---	---	--	-------------------

c) **Workshop and B2B**

Time	Description	Qty	Set up	Position
11:15 – 18:00	Rectangular Tables for Italian Companies and ITA	11	1x1.50	Side: On the left and right of meeting room
	Chairs	44 (4 chairs for each table)		
	Water	22	Bottle of water with 8 glasses	On the Companies Table

d) **Venue: Seminar room**

Technical service:

Time	Description	Qty
09:30 – 11:00	Data show, Screen, flip chart	1
	Laptop	1
	Projector	1
	Printer	1

e) **Venue: Function Area/Inside the meeting room**

Date: 21 November 2023

Lunch and coffee break

Time	Description	Qty	Set up
09:00 – 11:30	Coffee station (3 options)	60-70 persons	Space area inside/outside the meeting room
13:00 – 14:00	Light lunch (3 options)	60-70 persons	Space Area outside the meeting room (or in alternative restaurant buffet)
14:00 -18:00	Continuous Coffee Break (3 options)	60 - 70 person	Space Area inside/outside the meeting room

The set up and the time as like the schedule below:

Date: 22nd November 2023

a) **Registration**



ES

Time	Description	Qty	Set up	Position
09:00 – 09:30	Registration Area Desk	2 tables	Space for 2 Rectangular Desk	On right outside the meeting Room

b) Workshop and B2B

Time	Description	Qty	Set up	Position
09:30 – 18:00	Rectangular Tables for Italian Companies and ITA	11	1x1.50	Side: On the left and right of meeting room
	Chairs	44 (4 chairs for each table)		
	Water	22	Bottle of water with 8 glasses	On the Companies Table

c) Venue: Function Area

Date: 22nd November 2023

Lunch and coffee break

Time	Description	Qty	Set up
Start from 11:00	Coffee station (3 options)	50-60 persons	Space area outside the meeting room
13:00 – 14:00	Light lunch (3 options)	50-60 persons	Space Area outside the meeting room
14:00 -18:00	Continuous Coffee Break (3 options)	50-60 person	Space Area outside the meeting room

Plan of Work / Duration

This assignment will start on the 31/10/2023 and will end just after the workshop on 23/11/2023.

Price Schedule

The Contractor is asked to prepare the Price Schedule.

All prices/rates quoted must be exclusive of all taxes since the Italian trade Agency is exempt from taxes. The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

The RG interested in submitting a proposal must e-mail it at amman@ice.it no later than **12:00pm of 12 October 2023.**

CONTENT OF THE REQUESTED SERVICES



ITALIAN TRADE AGENCY

Amman Office

Proposals received after the above deadline will not be considered. ITA is not responsible for proposals that do not arrive within the deadline or do not cover all the objectives stated in this RFP.

The proposal must include:

1. Cost estimate.
2. Technical specifications.

CONTRACT STIPULATION

We inform you that the ICE Agency, pursuant to art. 11 of Ministerial Decree 192/2017 will proceed to direct assignment in favor of the company that will have presented the lowest price.

The signing of the contract will be subject to the verification of the general requirements.

We inform you that in the event of serious non-fulfillment, the Administration may decide to forfeit the deposit, furthermore, after a formal injunction which has remained unsuccessful, it may order the execution of all or part of the service in question at the expense of the defaulting person or company (except for the exercise of action for compensation for any damage). Finally, the Administration may order the termination of the contract, without prejudice, in any case, to compensation for damage suffered. The ICE-Agency may terminate the contract following serious and continuing violations of the rules on supply, giving 30 days written and justified notice.

The contract will be stipulated, after the award, by the legal representative of the ICE-Agency or his delegate.

Any possibility of tacit renewal is expressly excluded. The transfer, even partial, of the contract is not permitted.

VALUE OF THE CONTRACT AND PRESENTATION OF APPLICATIONS

The payment will be made if there are no grounds for complaint after the return of the operators and after 30 days from the date of receipt of the same through bank transfer to the bank account of the Contractor. The currency will be made in JOD.

ALSO BE AWARE FOR ACCOUNTING PURPOSES:

1. Being a foreign government agency, we are tax-exempt. Please DO NOT insert the taxes in your quotation.
2. Please provide your payment policy.
3. We will pay via Bank Transfer.

GUARANTEES TO GIVE

The contractor company may be required to pay a definitive surety guarantee equal to 10% of the credit line amount, net of _____ (mention any local taxes on consumption similar to VAT).

Surety can be, at the choice of the assignee, banking or insurance, with express waiver of the benefit of the prior enforcement of the principal debtor and with operation within 15 days, upon simple written request from the contracting authority.

ES

The guarantee is progressively released according to the progress of the execution, up to a maximum of 80% of the guaranteed amount, the residual amount is released following verification of regular execution.

RULES OF CONDUCT FOR COLLABORATORS AND / OR EMPLOYEES OF THE CONTRACTING COMPANY

In carrying out the assignment, the economic operator undertakes to comply with the disciplinary and conduct code adopted by the ICE-Agency in accordance with the provisions of Presidential Decree 62/2013 and approved by the Board of Directors with resolution 402 of 24 January 2017. The Disciplinary and Behavior Code of the ICE-Agency is available on the website www.ice.gov.it - section "Transparent Administration" - "General provisions" - "General Acts".

The violation of the obligations referred to in the code will result in the ICE Agency having the right to terminate the contract if it is deemed serious.

PROTECTION OF CONFIDENTIALITY AND RIGHT OF ACCESS

The data provided by the applicants will be processed in accordance with Regulation (EU) 679/2016 exclusively for the purposes related to the completion of the procedure in question. Your personal data are processed by automated means for institutional, administrative, and accounting purposes. The writing Agency is the data controller. For further information regarding your personal data processing, please visit the following page on ITA website: <https://www.ice.it/en/privacy>

REPORTING OF OFFENSES

Pursuant to art. 54-bis, paragraph 2 of Legislative Decree 165/2001 (amended by Law no. 179/2017: "Provisions for the protection of the authors of reports of crimes or irregularities of which they have become aware in the context of a public or private employment relationship"), companies providing goods or services that operate in favor of the ICE Agency may report any "illegal conduct" of which they become aware in the context of the contractual relationship. The reports are managed through an IT application, in total confidentiality, by accessing the website www.ice.it - "Whistleblowing" section, available at the following link: <https://ice.whistleblowing.it/#/>.

The only subject in charge of the proceeding [Chief Procurement Officer (CPO)/ Responsabile Unico del Procedimento (RUP)] is Mrs. Elisa Caterina Maria Salazar — The Italian Trade Agency - Amman, Italian Trade Commissioner.

Signed by

Elisa Caterina Maria Salazar

Italian Trade Commissioner

Elisa Caterina Maria Salazar
